



DEPARTMENT OF COMMERCE

Submission for OMB Review; Comment Request

The Department of Commerce will submit to the Office of Management and Budget (OMB) for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. chapter 35).

Agency: U.S. Census Bureau.

Title: Special Census Program.

OMB Control Number: 0607-0368

Form Number(s): SC-1, SC-1(SUPP), SC-1(PHONE/WYC), SC-2, SC-3(RI), SC-116, SC-117, SC-351, SC-920, SC-921(HU,GQ,TU), SC-1(F), SC-31, SC-31(S), SC-26, SC-901, SC-3309.

Type of Request: Reinstatement with change, of an expired collection.

Burden Hours: 53,527.

Number of Respondents: 248,430.

Average Hours Per Response: 13 minutes.

Needs and Uses: The Special Census Program is a reimbursable service offered and performed by the U.S. Census Bureau for the government of any state, county, city, or other political subdivision within a state. This includes the District of Columbia, the government of any possession or area over which the U.S. exercises jurisdiction, control, or sovereignty, and other governmental units that require current population

data between decennial censuses.

Many states use Special Census population statistics to determine the need for a change in the distribution of funds to local jurisdictions. The local jurisdictions may also use the data to plan new schools, transportation systems, housing programs, or water treatment facilities.

The Census Bureau will use the following forms to conduct the Special Census operations:

SC-1, Special Census Enumerator Questionnaire – This interview form will be used to collect special census data at regular housing units (HU), and eligible units in Transitory Locations (TL) such as RV parks, marinas, campgrounds, hotels or motels.

SC-1(SUPP), Special Census Enumeration Continuation Questionnaire – This interview form will be used to collect special census data at a regular HU or eligible units in a TL, when there are more than five members in a household.

SC-1 (Phone/WYC), Special Census Phone/WYC Questionnaire – This interview form will be used to collect special census data when a respondent calls the local Special Census Office.

SC-2, Special Census Individual Census Report – This interview form will be

used to collect special census data at group quarters (GQ) such as hospitals, prisons, boarding and rooming houses, college dormitories, military facilities, and convents.

SC-3 (RI), Special Census Enumeration Reinterview Form – This interview form is a quality assurance form used by enumerators to conduct an independent interview at a sample of HUs. Special Census office staff will compare the data collected on this form with the original interview to make sure the original enumerator followed procedures.

SC-116, Special Census Group Quarters (GQ) Enumeration Control Sheet – This form will be used by Special Census enumerators to list residents/clients at GQs.

SC-117, Special Census Transitory Locations (TL) Enumeration Record – This form will be used by Special Census office staff to collect contact information for TLs, to schedule interviews for the TLs, to determine the type of TL, and to estimate the number of interviews to be conducted at the TL.

SC-351, Special Census Group Quarters (GQ) Initial Contact Checklist – This checklist will be used by enumerators to collect GQ contact information and to determine the type of GQ.

SC-920, Special Census Address Listing Page- This form will list existing addresses from the Census Bureau's Master Address File (MAF). Special Census

enumerators will update these addresses, if needed, at the time of enumeration.

SC-901, Special Census Address Listing Notes Page- This form will be used by the enumerator to write notes about any extenuating circumstances regarding the listing of an address found on the SC-920, Address Listing Page. The Enumerator will use the line number from the Address Listing page and note any issues encountered that might need further explanation regarding the unit/address.

SC-921(HU), Special Census Housing Unit Add Page – This form will be used by enumerators to add housing units (HUs) that are observed to exist on the ground, that are not contained on the address listing page.

SC-921(GQ), Special Census Group Quarter Add Page – This form will be used by enumerators to add Group Quarters (GQs) that are observed to exist on the ground, that are not contained on the address listing page.

SC-921(TU), Special Census Transitory Unit Add Page – This form will be used by enumerators to add Transitory Units (e.g., hotels, motels, RV parks, marinas) that are observed to exist on the ground, that are not contained on the address listing page.

SC-1(F), Special Census Information Sheet – This sheet contains the Confidentiality Notice and the Flash Card information for use at Housing Units. The Confidentiality Notice is required by the Privacy Act of 1974. The Flash Card portion of

the Information Sheet shows the set of flashcards that will be shown to respondents as an aid in answering certain questions. Special Census field staffs are required by law to give an Information Sheet to each person from whom they request census-related information.

SC-31/SC-31(S), Special Census Group Quarters Information Sheet – This sheet contains the Confidentiality Notice and the Flashcard information for use at Group Quarters. The Confidentiality Notice is required by the Privacy Act of 1974. The Flash - card portion of the Information Sheet shows the set of flashcards that will be shown to respondents as an aid in answering certain questions. Special Census field staffs are required by law to give an Information Sheet to each person from whom they request special census related information.

SC-26, Special Census Notice of Visit Form – This form is the form that enumerators will leave at addresses where they are not able to make contact. The notice indicates that a special census enumerator was there and will return to conduct an interview. It also provides a telephone number that the respondent can use to contact the enumerator and/or the Special Census Office.

SC-3309, Language Identification Flashcard – This form will be used by enumerators to identify the language spoken by a respondent when a language barrier is encountered.

The Census Bureau will establish a reimbursable agreement with a variety of potential special census customers that are unknown at this time. The Special Census Program will include a library of standard forms that will be used for the Special Censuses we anticipate conducting throughout this decade. While no additional documentation will be provided to OMB in advance of conducting any Special Census which utilizes the library of standard forms, any deviation from the standard forms, such as an additional question requested by a specific governmental unit, will be forwarded to OMB for approval. In addition, the Special Census program will provide OMB an annual report summarizing the activity for the year.

Local jurisdictions determine the need for and uses of their special census data. Some governmental units request a special census for proper infrastructure planning and others make a request because they must have the updated data to qualify for some sources of funding. Local governmental units use special census data to apply for available funds from both the state and Federal governments. Many states distribute these funds based on Census Bureau population statistics. This fact, along with local population shifts or annexations of territory, prompts local officials to request special censuses. In addition, special census data are used by the local jurisdictions to plan new schools, transportation systems, housing programs, water treatment facilities, etc.

The Census Bureau also uses special census data as part of its local population estimates calculation and to update the Census Bureau's Master Address File (MAF) and Topographically Integrated Geographic Encoding and Referencing (TIGER)

System.

Affected Public: Individuals or households.

Frequency: One time.

Respondent's Obligation: Voluntary.

Legal Authority: Title 13 U.S.C., Section 196.

OMB Desk Officer: Brian Harris-Kojetin, (202) 395-7314.

Copies of the above information collection proposal can be obtained by calling or writing Jennifer Jessup, Departmental Paperwork Clearance Officer, (202) 482-0336, Department of Commerce, Room 6616, 14th and Constitution Avenue, NW, Washington, DC 20230 (or via the Internet at jjessup@doc.gov).

Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to Brian Harris-Kojetin, OMB Desk Officer either by fax (202-395-7245) or email (bharrisk@omb.eop.gov).

Dated: June 29, 2012

Glenna Mickelson,

Management Analyst, Office of the Chief Information Officer.

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